

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 19, 2018**

Members Present: Mrs. Tami Cullens, Chair
Mr. Joe Wright, Vice Chair
Mr. Tim Backer
Mr. Derren Bryan
Dr. Louis H. Kirschner
Mr. Ken Lambert
Mrs. Lana C. Puckorius
Mrs. Kris Y. Rider
Dr. Thomas C. Leitzel, President/Secretary
Mrs. Pamela T. Karlson, College Attorney

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
Dr. Robert Flores	Ms. Cindy Garren	Mrs. Courtney Green
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Melissa Lee	Mr. Glenn Little	Dr. Michaela Tomova
Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch
Dr. Tim Wise		

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

The regular meeting of the District Board of Trustees was called to order at 1:02 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held September 19, 2018 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held August 22, 2018 with name corrections as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed. No changes were recommended.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments: full-time administrative; full-time faculty; full-time career services staff; resignations; adjunct faculty 2018-19 academic year as needed.

[\(EXHIBIT "A"\)](#)

5.2 Grant Awards

5.2.1 Healthy Kids Outreach Project

Florida College System Foundation \$ 14,000

5.2.2 National Farmworker Jobs Program

Florida Department of Education \$ 290,049

5.2.3 Adult General Education (AGE)

Florida Department of Education \$ 38,560 (Hardee County)
\$ 206,223 (Highlands County)

5.2.4 Integrated English Literacy and Civics Education (IELCE)

Florida Department of Education \$ 30,900 (Hardee County)
\$ 43,156 (Highlands County)

5.2.5 Student Support Services

U.S. Department of Education, Office of TRiO Programs \$ 242,136

5.2.6 Re-Engineering Our Future

U.S. Department of Education, Hispanic Serving Institutions
STEM & Articulation \$ 915,770

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the agreement between Ave Maria University Preparatory School and South Florida State College as presented.

[\(EXHIBIT "B"\)](#)

5.3.2 Approved the renewal of the agreement between State of Florida Department of Health (DeSoto County) and South Florida State College as presented.

[\(EXHIBIT "C"\)](#)

5.3.3 Approved the renewal of the agreement between CareerSource Heartland and South Florida State College as presented.

[\(EXHIBIT "D"\)](#)

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through August 2018. [\(EXHIBIT "E"\)](#)

5.4.2 Property Donation

Approved the donation of a 1997 E-One American Eagle fire truck from Polk County Fire and Rescue for use by the SFSC Fire Science program as presented. [\(EXHIBIT "F"\)](#)

5.4.3 Property Donation

Approved the donation of various matting and framing equipment from Ruth McGehee to be used by the SFSC Art program as presented. [\(EXHIBIT "G"\)](#)

Mr. Backer made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 Policy Development

6.1.1 Policy 1.07 Alcohol and Drug-Free Campus and Workplace

Dr. Leitzel presented for discussion proposed changes to Policy 1.07 Alcohol and Drug-Free Campus and Workplace. [\(EXHIBIT "H"\)](#)

Dr. Leitzel shared with the Board that Mr. Little has worked with Mrs. Pam Karlson, Board Attorney, on the proposed changes to Policy 1.07. Dr. Leitzel gave a brief description of the recommended changes. Mr. Bryan questioned the recommendation of limiting to only beer and/or wine. The Board discussed the limitations on what should be allowable at SFSC events. Mrs. Karlson addressed the Board's questions. Both Mr. Wright and Mr. Lambert believe the recommendations presented are appropriate for the College. Dr. Leitzel thanked Mrs. Karlson for all her work, research, and counsel pertaining to the recommendations presented.

Mr. Wright made a motion, seconded by Mr. Backer, to table approval of revisions to current DBOT Policy 1.07 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Textbook and Instructional Materials Affordability

Ms. Lee presented the Textbook and Instructional Materials Affordability report to the Board. She gave a brief background and updates that were made to the report. Mr. Little also shared the State requirements of the report. Mr. Little addressed Board questions.

Mr. Backer made a motion, seconded by Mr. Wright, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright.
Motion carried by unanimous vote.

9.0 REPORTS

9.1 Financial Report

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget through August 2018.

[\(EXHIBIT "I"\)](#)

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. had received donations and pledges in the amount of **\$4,800.00** from August 8 through September 4, 2018. Mrs. Bateman shared that Ms. Veronica Molina, Hardee Senior High School graduate, was awarded a scholarship through the First Generation Scholarship Program, covering up to sixty credit hours of tuition. Mrs. Bateman announced this was the first time the Foundation was able to award a two-year scholarship. Mrs. Bateman reported that both TSIC and the Foundation spoke to the Sebring Sunrise Rotary group. They reported on the Partnership Project and the Planned Giving programs. Both departments were given donations. Mrs. Bateman announced that the Alumni association elected a new chair, Ms. Lena Phelps. In addition to the chair, Mr. Doug Beavers serves as vice chair, and Mrs. Asena Mott serves as secretary. Mrs. Bateman indicated the first alumni luncheon in DeSoto County was a success. Mrs. Bateman reported on the first retiree luncheon and announced the next luncheon is scheduled for Thursday, October 4.

9.3 Resource Development

I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 9/19/18. He gave a brief description of the grants. Dr. Valentine reported that SFSC received a letter from the Office of Naval Research stating we have been invited to submit a proposal. Dr. Valentine gave a brief description on what SFSC plans to accomplish in order to submit the proposal. He also shared that former Grants Director Dr. Lindsey Lynch has agreed to a contract to write the grant proposal for SFSC.

II. **Proposals in Development**

A. **Health Sciences Educational Technology Enhancement**

Highlands County Health Services

\$ 15,000

III. **Submitted Proposals**

None to report.

9.4 President's Report

Dr. Leitzel reported on the following various items.

1. Highlighted Fall Semester: Student Activities/Club Rush; Pete the Panther visits Avon Park Elementary. Dr. Leitzel asked Mrs. Kuehnle to share that SFSC attended College Day on September 12 at Avon Park Elementary. She gave a brief description of the event.

2. Reflected on Performance Indicators: Dr. Leitzel distributed handouts. He reported on SFSC graduation rates with data provided by Dr. van der Kaay. Dr. Leitzel thanked Dr. van der Kaay for his research. Dr. van der Kaay continued to report on Hispanic and African American graduation rates at SFSC in comparison with the FCS graduation rates.
3. Shared SFSC ranked #5 overall in Top Public Schools: Regional Colleges in the South and #33 (out of 111) Best Regional Colleges in the South (both public and private) by U.S. News & World Report.
4. Announced SFSC will host a free class on October 8, 10, and 22 at the Highlands Campus for Introduction to CAD and 3-D Printing.
5. Shared Graduations/Pinnings: Fire Standards I on September 13.
6. Electronic Message Board Update: Dr. Leitzel shared a mock-up of the new SFSC electronic message board.
7. New Division Identification Update: Dr. Leitzel shared that Mrs. Kuehnle has been working with Mrs. Bateman and Ms. Garren on consistent brand recognition. He shared the new designs that will be consistent with the SFSC logo.
8. Honoring Retirees: Dr. Leitzel asked Mrs. Kuehnle to give a brief update of what her team has created. The retiree web page went live on September 6. Mrs. Kuehnle also shared the web page updates for Community Education on the SFSC website. Dr. Leitzel reported the next project for Mrs. Kuehnle and her department is to honor the past Trustees as requested by Dr. Kirschner and Mr. Bryan.
9. Cultural Arts Recognition: The College received 3rd place from Visit Florida for their 2017-18 season promotional brochure. Dr. Leitzel asked Ms. Garren to present this year's season artist series lineup. Ms. Garren distributed this year's brochure, discussed how to order tickets, and gave a brief description of the headliners.
10. Save the Date: Dr. Leitzel asked Trustees to save the date for the First Responders Showcase (career fair/open house) on October 6.
11. Shared CRC Amendment 7 was removed from the November ballot. Mr. Little gave a brief report on why Amendment 7 was removed.

9.5 Board Attorney's Report

Mrs. Karlson emailed different presidential evaluation reports as requested by the Board at the August 22 DBOT meeting. Mr. Wright stated that he would like an optional section added to the evaluation so members could offer additional comments. The Board was in agreement with Mr. Wright's request. Mrs. Cullens thanked Mrs. Karlson for her work.

9.6 Board Members' Reports

Mrs. Puckorius stated no report. She shared that it is a joy to serve on the Board.

Mr. Backer reported that Mrs. Asena Mott was elected to the DeSoto County School Board. He shared the DeSoto Campus hosted an early bird chamber breakfast on September 6.

Dr. Kirschner stated no report.

Mr. Lambert stated no report. He thanked everyone for their continued support.

Mrs. Rider stated no report.

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Mr. Wright stated that he has been traveling a lot with his work. He shared that he appreciates all Dr. van der Kaay's data and updates on the College. He would like for this information to be shared publically.

Mr. Bryan asked for more clarification on limiting Policy 1.07 to only beer and/or wine and should we go a step farther with restrictions. Mr. Wright responded to Mr. Bryan's questions.

9.7 Board Chair Report

Mrs. Cullens thanked Mrs. Kuehnle for all the good publicity and work from her department. She stated the website updates are wonderful. She reported that she accepted a check from the Florida College System Foundation for scholarships.

Mrs. Cullens shared a card from SFSC faculty, staff, and employees to the Board thanking them for all that they do.

Mrs. Cullens thanked SFSC for their hard work.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:08 p.m.